

VIII. Proposal Format and Content

A. *Final Proposal Format and Content*

The Final Proposal should be submitted with an original, labeled "MASTER COPY", for each volume and the number of copies indicated below. All volumes should have a Table of Contents. References to literature should be clearly marked so that the reader can easily find the supporting material. The Final Proposal should include:

1. **Volume I - Response to Requirements (11 Copies)**

This volume should contain all responses to requirements, including the ADMINISTRATIVE RESPONSE, and RESPONSE TO PROPOSED PROJECT REQUIREMENTS.

2. **Volume II - Contract (11 Copies)**

This volume must contain all required terms and conditions.

3. **Volume III - Costs (5 Copies)**

THIS VOLUME MUST BE SEALED SEPARATELY FROM THE OTHER VOLUMES. IT IS TO CONTAIN ALL REFERENCES TO SPECIFIC COSTS. (SEE SECTION C, FORMAT DETAIL)

4. **Volume IV - Literature (5 Copies)**

This volume should contain all technical and other reference literature necessary to support the responses to the requirements of this SCP.

B. *Draft Proposal Format and Content*

Draft Proposals should be marked "confidential" and should be submitted with an original, labeled "MASTER COPY", for each volume and the number of copies indicated above for the Final Proposal. Volume III, Costs should include only a format of the proposed cost section, **DO NOT INCLUDE ANY COST INFORMATION**. All volumes should have a Table of Contents. References to literature should be clearly marked so that the reader can easily find the supporting material. The Draft Proposal should include all material specified above for Volumes I, II, III, and IV of the Final Proposal with the exception of cost information in volume III, only format information. **DO NOT INCLUDE ANY COST INFORMATION IN THE VOLUME III - COSTS.**

C. Format Detail

For ease of reference, a page numbering system should be incorporated into the proposal. Consecutive page numbering within a volume is preferred. Exhibits, charts, etc. should be numbered as part of the page numbering system.

The following instructions provide more detail on what is to be included in each volume.

1. Volume I - Response to Requirements

- a) Cover letter signed by the Business Partner(s) as specified in Section II, Paragraph 9. Address the letter to:

Janis Briggs
Procurement Official
Department of General Services
Telecommunications Division
601 Sequoia Pacific Blvd.
Sacramento, CA 95814

- b) Table of Contents
- c) Executive Summary of the proposal
- d) Administrative Response
- i) Response to the Disabled Veteran Requirements (IF SPECIFIC DOLLARS ARE INDICATED ON FORM STD 840, INCLUDE THAT IN VOLUME III. Include a page in this volume without the dollars.)
 - ii) Signed Vendor Data Record (Std. 204)
 - iii) Signed Federal Debarment Certification
 - iv) Listing of subcontractors, including an indication of any small businesses (IF SPECIFIC DOLLARS ARE INDICATED, INCLUDE THOSE PAGES IN VOLUME III. Include the same pages in this volume without the dollars.)
 - v) Letter of Participation from each of the subcontractors indicating their commitment to the contract and what services they will provide within the contract.
 - vi) Contractor's License information
 - vii) List of Proposed subcontractors (public works)
 - viii) Worker's Compensation Certification
- e) Proposed Project Requirements Response

The response should address all Section IV major paragraph

headings except Contract Principles, which is to be addressed in Volume II. The response should either use the same paragraph numbers or provide a table that cross references where each Section IV paragraph is addressed in the response. All references to Volume IV, Literature, should be clearly identified in the response.

2. Volume II - Contract

DO NOT INCLUDE RIDER C. Include Rider C in Volume III.

3. Volume III - Costs (SEPARATELY SEALED)

- a) Include Attachment A, Service Element Cost Models and Tables as the first item in Volume III.
- b) Include any other pages from the proposal that express specific dollar pricing, such as DVBE and small business dollar commitments after Attachment A.
- c) Include Rider C of the contract. Pricing must be expressed for all services proposed as specified in Section VI, Costs.

4. Volume IV - Literature

Literature is to be organized and labeled to provide easy reference.